



OKLAHOMA SENATE

State Capitol, Room 309
2300 North Lincoln Blvd.
Oklahoma City, OK 73105-4808

INTERNSHIP ANNOUNCEMENT: Senate Leadership Communications Division

Looking to fill intern positions for the Spring 2024 semester

Preference: College juniors or seniors, and graduate students with a GPA of 3.0 or better

Preference: Undergrad major in journalism, public relations, digital media, or marketing

****Please note this is a partisan position working with Republican caucus members.*

(PAID position – may also be used for college credit.)

Internship Description:

Interns for the Senate Leadership Communications Division are responsible for assisting staff with daily activities, including researching and writing press releases, speeches, and resolutions; helping craft social media content for Senate GOP FB page and members' FB pages; and taking photos. Interns may also be asked to assist the communications staff during press conferences and other media events.

Work hours can be arranged to fit the student's schedule. The division would like to have someone who can work at least four hours daily Monday-Thursday, but more hours would be preferable. Senate work hours are 8:30-4:30.

An internship with the Senate Leadership Communications Division will provide students with insight and hands-on experience on how our division helps build and maintain relationships between the Senators, media, and their constituents. It is our goal to keep the media and public informed and educated about the legislative process, bills, and other legislative matters by providing timely and easy to understand information, as well as keeping Senators informed about issues of importance to their committees or districts.

Applicants should be knowledgeable of the legislative process and have a strong interest in government and communications. We are looking for applicants who are independent, self-starters who are responsible and accountable for their work, and conduct themselves professionally.

For more information, please contact -

Jennifer Swearingen

Senior Communications Specialist

Jennifer.Swearingen@oksenate.gov

(405) 521-5698

OKLAHOMA SENATE

LEADERSHIP COMMUNICATIONS INTERNSHIP APPLICATION

Spring 2024 Semester

NAME: _____ **E-MAIL:** _____

PERMANENT ADDRESS: _____

PERMANENT PHONE NUMBER(s): _____

LOCAL ADDRESS: _____

LOCAL PHONE NUMBER(s): _____

EMERGENCY CONTACT(s): _____

ACADEMIC INSTITUTION: _____ **CLASSIFICATION:** _____

MAJOR/MINOR FIELDS OF STUDY: _____ **GPA:** _____

PHOTOGRAPHY/VIDEO/SOCIAL MEDIA SKILLS – Please list: _____

What hours and days would you be able to intern at the Senate? _____

What steps have you taken to qualify this internship for credit through your college or university?

*****Additional Requirements: Send a copy of your resume, college transcript(s) with G.P.A.(s), and references (employment and academic) with contact information.**

Applicant's Signature: _____ **Date:** _____

Return to:

Jennifer Swearingen

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Oklahoma City, OK 73105

Jennifer.Swearingen@oksenate.gov